

ADMINISTRATION TEAM MINUTES

Date: April 16, 2004
Time: 9:00 am
Place: Tacoma AGC Building

<u>Attending</u>	Cathy Arnold	✓	Paul Gonseth	✓	Tina Nelson	✓
	Dave Banke	_____	Mike Hall	_____	Cathy Nicholas	_____
	Jerry Brais	✓	Ann Hegstrom	_____	Mark Rohde	_____
	Forrest Dill	_____	Ron Howard	✓	Mark Scoccolo	✓
	Doug Ficco	✓	Carl Jonasson	_____	Greg Waugh	✓
	Bob Glenn	_____	Dave Jones	✓	Tom Zamzow	_____

Opening The minutes of the March 12th meeting were approved.

Roundtable

Dave Jones discussed recent work of the Prompt Pay task force. They have been working on the change order process and focusing on larger changes. They are closing in on recommendations to 1.) Define the CO process early in the project; 2.) Set a timeline for each change; 3.) Improve the image of unilateral changes; 4.) Develop a standard estimating format; 5.) Develop the partial pay or interim change idea; and 6.) Improve training in change order development and processing.

Jerry Brais reports that the Elliot Bridge on the Maple Valley Highway should open bids on 4/29. King County is concerned about steel price and availability.

Mark Scoccolo says that SCI has been bidding unsuccessfully. They have a job in Monroe and are working on a RR crossing near Safeco Field. The company also has a Park and Ride for Sound Transit at Redondo. That job is going well.

Greg Waugh says that Kuney will be performing the 30-hour deck overlay in Longview this weekend (weather permitting). There are two weekends set aside for this work and a nice incentive bonus for finishing in one. In Oregon, both the LaGrande job and the St. Johns Bridge are starting up again soon.

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Roundtable (cont)

Tina Nelson reports that Tacoma has a job on Ad for Pacific from 7th to 17th. Another project is held up after bid opening due to a bid irregularity. Work has begun on the new Police Headquarters Building.

Doug Ficco notes that asphalt prices on recent bids have increased significantly. Southwest Region experienced a bid on a White Pass paver that was 10% over the estimate due to paving prices. Elsewhere, two “nickel” jobs are underway. One, on SR 500, is going very well and is ahead of schedule. The other, on I-5, is experiencing problems and is not going so well. There is much talk in Vancouver about a new Columbia River Crossing. Planners are pursuing various funding sources.

Cathy Arnold notes that the Environmental Section in Northwest Region has been taking a harder line with resource agencies, noting the limits of their authority in negotiations. The Region has a number of Assistant Project Engineer vacancies. Both the I-5, 317th Bus Access job and the Paradise Road job on SR 522 are on Ad.

Paul Gonseth says that South Central has opened bids on most of their 2004 work. Their asphalt prices were quite good. On I-90, the Elk Heights job is going well with a possible completion in early July. The Ryegrass job is underway with difficult traffic restrictions.

Ron Howard commented on the WSDOT position on steel prices. There will be no adjustments to existing contracts. For the time being, there will be no escalation clauses in new jobs. WSDOT will keep abreast of steel issues and will move if it becomes advisable. There are some temporary easing of the Material on Hand rules to allow contractors to lock in steel prices if they wish.

Old Business

Traffic Control

The Team turned its attention to Carl Jonasson’s summary of the surveys from this year’s trial projects. It was agreed that there was a fairly wide diversity of response with folks who liked the specs and those who didn’t. On balance, however, the team agreed that the prevalent opinion was positive. The Team decided that there had been nothing brought up in the surveys or during the projects that constituted a major flaw in the spec. After discussion, the team voted consensus to recommend implementation of the new specs as currently written.

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Old Business (cont)

Ron agreed to take over the steps of implementation and keep the Team posted on progress. The target date will be August 1, 2004 for an amendment to the Standard Specifications. It was suggested that, on existing projects and new jobs pre-dating the amendment, change orders for those aspects of the new specs that do not involve cost be allowed on a no-cost basis immediately. Ron agreed to pursue this.

Old Business (cont)

Progress Schedules

Continue Analysis of Section 1-08.3

Prior to the meeting, Doug Ficco had presented an alternate version of Section 1-08.3. This version departed from the one we've been working on, so it was agreed to discuss it before we addressed any edits or corrections to the previous product.

Doug presented his version with an explanation that his people were concerned over the subjectivity of the work we have been doing. He also states that the previous version does not express the intent of the schedule spec and that omission leaves much of the discussion unconnected. The proposed alternate is highly objective, with very specific dates, limits, items to be included and responsibilities defined.

The Team stated its intention—that the schedule is needed as a tool to monitor the contractor's progress, to assure that the work is planned within the contract time for completion, to allow the owner to assemble inspectors and others at the right time and to allow the owner to advertise and inform the public of completion plans and schedules. Although a schedule that accomplishes this would be an aide in evaluating working days, requests for time extensions and equitable adjustments and in analyzing claims, these outcomes would be secondary and the provisions would not be written to accomplish them.

On this basis, it was generally agreed that the Ficco proposal missed that mark. There were extensive objections from the contractors present and also from several of the State people that the proposed spec would be onerous and would not be beneficial. The Team agreed to return to the version that has been under discussion and negotiation for the past three or four months.

At this point, several members had to leave. The remaining group of six did not take any actions for the team, but did evaluate some work and made some efforts for the full team to evaluate at the next meeting.

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Old Business (cont)

The corrections to the second paragraph made at the last meeting were reviewed and thought to be responsive. The group recommendation was the team accept these at the next opportunity. The third paragraph concerned early completion. The group agreed to drop the idea of reducing the time for completion when an early finish schedule is submitted. The group also agreed to drop the disclaimer that the owner might not have the resources to respond to an accelerated schedule. Ron will re-write the third paragraph for the next meeting.

The Ficco proposal and the corrections to the 2nd paragraph of the team document are attached for information.

Future Meetings

May 14th, 2004 @ Tacoma AGC (9:00 am in the Boardroom)

(Bring calendars to schedule mtgs for Sept, Oct, Nov and Jan)

June 11th, 2004 @ Tacoma AGC (9:00 am)

Assignment List

<u>Who</u>	<u>What</u>	<u>By When</u>
Ron	Revised third paragraph	Apr 16 th
Ron	Implement Traffic Control	Aug 1 st

Team's "Round Tuit" List

1. Traffic Control Provisions
2. Progress Schedules
 - Short-term Scheduling
 - Section 1-08.8, p5.c—Extensions for Quantity Overruns?
3. Re-visit NCHRP 350 and Standard Specifications of Traffic Signs
4. Insurance Cost/ Reimbursement
5. Tort Claims Liability/Accident Reports
6. Bid Item for On-site Overhead
7. Disputes Review Boards
8. Joint Training—Documentation
9. Payroll, Wage Administration procedures
10. Materials on Hand provisions
11. Web-Based Construction Management

ATTACHMENT: “FICCO” SPEC

1-08.3 Progress Schedule

The Contractor shall submit progress schedules to the Engineer for approval as requested by the Engineer or as required by any provision of the contract. The approved progress schedule will be used by the Contracting Agency to allocate its resources, to evaluate unworkable days according to Section 1-08.5, and to evaluate extensions of time according to Section 1-08.8.

All progress schedules shall be prepared by a critical path method and shall show completion of the physical work within the authorized number of working days as defined in Section 1-08.5 or as modified by the Special Provisions. All progress schedules shall display the work activities (including milestones and events), specified work restrictions, submittal reviews, and other components of the work that affect the contractor’s progress or are required by any provision of the contract. All components shall be displayed in a network diagram that shows all logical relationships of predecessor and successor components. All activity durations shall be reasonable for the work included, and shall be defined in increments not exceeding 15 working days each (except for submittal reviews and material delivery lead times). When requested by the Engineer, the Contractor shall submit supplemental data such as proposed hours of work, resource availability or production rates to support the activity durations. Network diagrams shall not conflict with any time or order of work requirements of the contract, and shall display the following information:

- Critical Path
- Activity Descriptions
- Durations
- Predecessor Activities
- Successor Activities
- Early Start (ES) and Early Finish (EF)
- Late Start (LS) and Late Finish (LF)
- Total Float (TF) and Free Float (FF)
- Logic Restraints

The Contractor shall submit a preliminary progress schedule showing the first 60 working days to the Engineer prior to beginning work on the project. The Contractor shall submit a progress schedule for the entire project to the Engineer within 30 calendar days after the date the contract is executed. The Contractor shall submit a revised project schedule within 10 calendar days of when requested in writing by the Engineer or required by any provision of the contract. The Contracting Agency will approve or reject the progress schedule within 14 calendar days. If the progress schedule is rejected, the Contractor shall submit a revised progress schedule that meets the requirements of this section.

A revised progress schedule is required any time that the authorized number of working days changes, any time the critical path changes, or any time the contractor is 10 or more working days behind schedule and the cause is unrelated to any protested work according to Section 1-04.5 or request for time extension according to Section 1-08.8. Each revised progress

schedule shall display as-constructed durations and order of work for all completed components of the project, and shall display the Contractor's plan for completing the remaining project work in the remaining contract time.

The Engineer may approve a progress schedule that indicates physical completion in less than the authorized number of working days if all other contract requirements are met. By submitting an early completion schedule for approval, the Contractor agrees to an equivalent reduction in the Time for Completion for the project. Float time shown on the progress schedule does not exist for the exclusive use of either party to the contract but belongs to the project.

If the Engineer determines that any progress schedule does not provide the information required by this section, the Contracting Agency may withhold progress payments until a schedule containing the required information has been submitted by the Contractor and approved by the Engineer.

The Engineer's approval of any schedule shall not transfer any of the Contractor's responsibilities to the Contracting Agency. The Contractor alone shall remain responsible for adjusting forces, equipment, and work schedules to ensure physical completion of the work within the authorized time for completion.

ATTACHMENT: AGC/WSDOT ADMIN TEAM

Draft Provision for Discussion Purposes Only

1-08.3 Progress Schedule

No later than seven calendar days after the date the contract is executed, the Contractor shall communicate with the Project Engineer to describe work planned to be performed during the first stages of the project until the time that the progress schedule has been submitted and reviewed. Where the first stages are complex or extensive, the Project Engineer may require that the preliminary schedule information be submitted in written form, including a description of the activities, the duration of each and the relationship to other early activities.

The Contractor shall submit a progress schedule to the Project Engineer no later than thirty calendar days after the date the contract is executed. Upon request by the Contractor, the Project Engineer may approve an extension of this time up to an additional thirty calendar days provided the project is of long enough duration and of sufficient complexity to warrant additional schedule preparation time. This schedule and any replacement or supplemental schedule shall show physical completion of all work within the specified contract time and shall show the planned order of work, which shall correspond to any order of work requirements included in the contract documents. The schedule shall be developed by the Critical Path Method. Durations shall be in working days as defined in Section 1-08.5 or as modified in the Special Provisions. The schedule shall display all activities necessary to complete the work. Activities shall be defined in small enough durations that the work can be described in recognizable detail. The individual activity durations shall be reasonable for the included work. The inter-relationship of all activities shall be shown in a logical sequence that discloses all predecessor and successor activities for each. Restraints, in addition to dummy activities, may be utilized, but may not serve to change the logic of the network or the critical path. If the schedule is submitted using a methodology other than a network diagram (arrow or precedence), the method used shall either clearly display or be accompanied by a list of information typically used in network diagram methodology. When required by the Project Engineer, any or all of the information noted below shall be provided with the schedule submittal:

- Critical Path
- Activity
- Event
- Duration
- Predecessor activities
- Successor activities
- Early Start (ES) and Finish (EF)